

# **PACTS Pre-Proposal Conference**

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**Solicitation HSHQDC-08-R-00038**

**June 19, 2008**



Homeland  
Security

# Agenda

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- Opening Remarks - Welcome
- DHS OSDBU Remarks
- RFP Overview and Questions and Answers – Sections A – I
- Amendment 000001
- RFP Overview and Questions and Answers – Sections J – M
- Closing Remarks

***Soraya Correa, Director  
Office of Procurement Operations***

# Opening Remarks - Welcome

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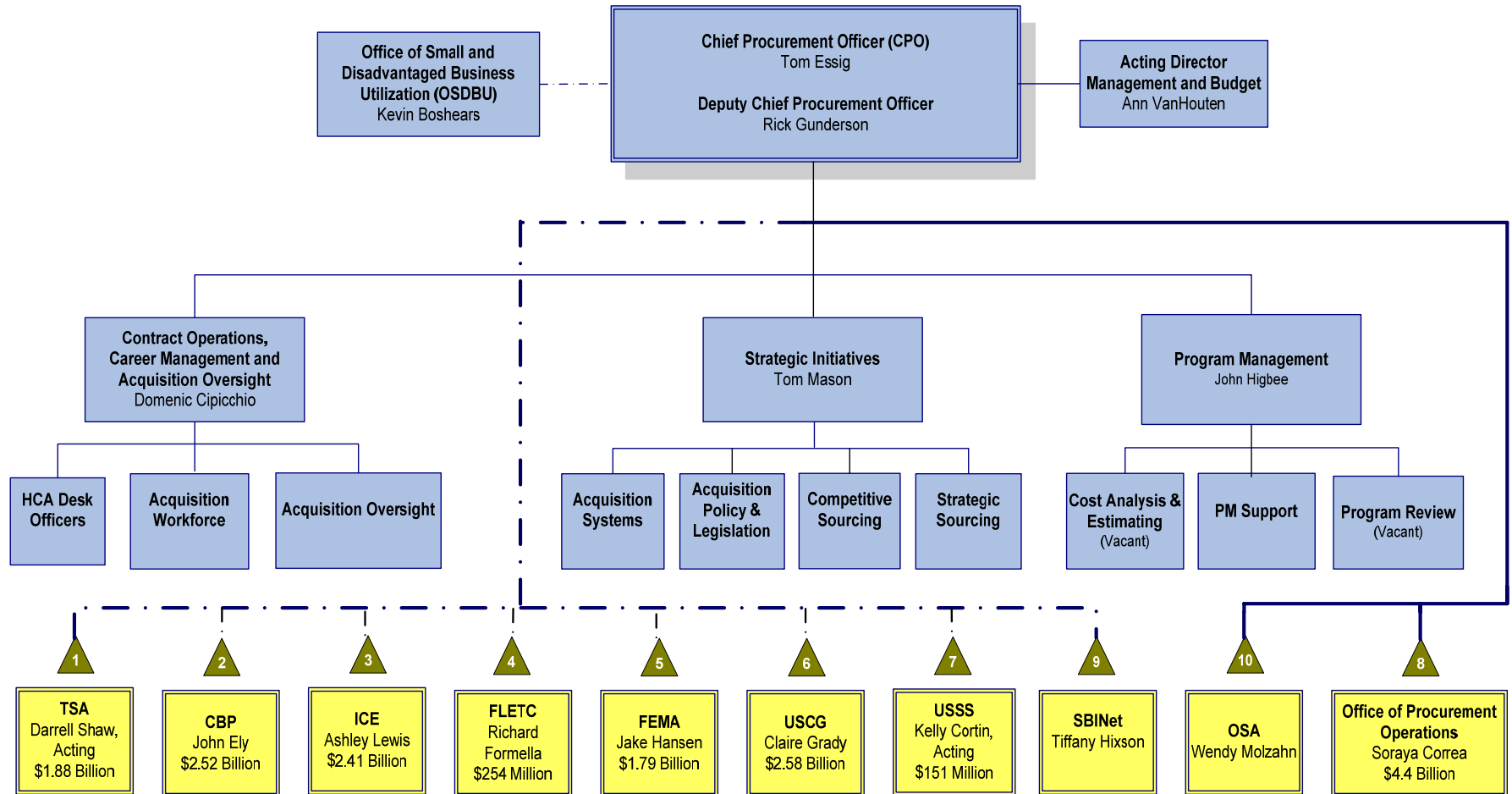
- PACTS Identified as an OPO High Priority Strategic Initiative.
- Provides Support for:
  - One DHS Initiatives
  - CPO Top Priorities
  - OPO Director's FY2008 Initiatives
  - Executive Order 13360
- Expands OPO Portfolio of Contract Vehicles.
- Facilitates Continued Partnership with Industry.
- Provides Business Opportunities for the Service-Disabled Veteran-Owned Small Business Community.
- Consolidates the Department-wide Spend Across Applicable PACTS NAICS Codes – \$262M Estimated Average for FY05, FY06 and FY07

# PACTS Pre-Proposal Conference

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- The solicitation itself and its amendment(s) are the only documents that should be relied upon in defining the Government's requirements
- Any changes to the RFP as a result of questions and answers will be issued via an amendment to the solicitation.
- Verbal statements or documents which are not formalized as described above do not change the requirements of the Government and should not be relied upon.

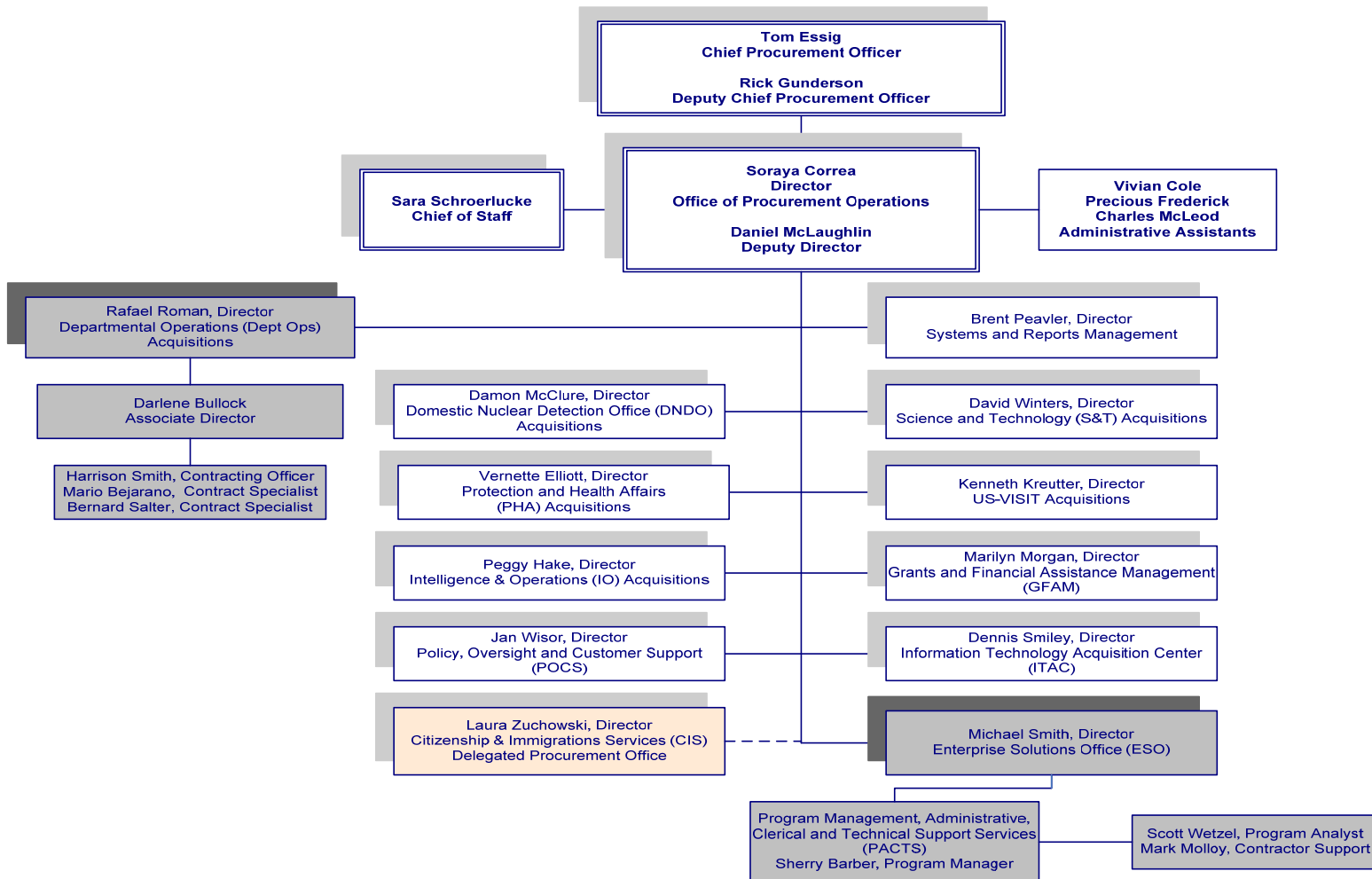
# CPO Organization



▲ DHS Heads of Contracting Activities

# OPO Organization

*OPO is organized into operational acquisition divisions aligned to meet its specific customer needs.*



# Office of Procurement Operations

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The Office of Procurement Operations (OPO) takes pride in supporting the needs of its diverse and unique customer base. Our customers include:

- Under Secretary for Management (includes the CFO, CIO, CSO, CAO, CHCO and CPO)
- Under Secretary Science & Technology
- Assistant Secretary Policy
- Under Secretary National Protection & Programs
- Under Secretary Intelligence & Analysis
- Assistant Secretary Health Affairs
- Director, Domestic Nuclear Detection Office
- Director, Citizenship & Immigration Services (CIS)
- General Counsel
- Assistant Secretary Legislative Affairs
- Assistant Secretary Public Affairs
- Inspector General
- Director Operations Coordination
- Director Counter Narcotics Enforcement
- Ombudsman Citizenship & Immigration Services
- Chief Privacy Officer
- Civil Rights & Civil Liberties Officer
- Federal Coordinator for Gulf Coast Rebuilding



# OPO Support of CPO Top Priorities

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## **Develop the OPO Acquisition Workforce**

### ***Supports CPO Priority 3: Quality People***

Early identification of staffing needs, training, and priorities;  
improved performance; improved morale; and  
improved customer service

## **Improve Contract Administration**

### ***Supports CPO Priority 1: Quality Contracting***

Improved customer service; cost savings; improved  
performance; minimize late payments and interest payments;  
and ensure timely delivery of quality products and services

## **Improve Customer Advance Acquisition Planning**

### ***Supports CPO Priority 1: Quality Contracting***

Identify opportunities for small business participation; obtain  
program agreement on strategy and approach; identify roles  
and responsibilities; and afford vendors the opportunity to  
become knowledgeable of requirements to propose  
improved and more competitive solutions

## **Improve Quality of Program Management**

### ***Supports CPO Priority 2: Quality Program Management***

Improved customer service; improved acquisition planning;  
Improved requirements development

## **Improve Quality and Accuracy of Acquisition Documentation Submitted to OPO**

### ***Supports CPO Priority 2: Quality Program Management***

Improved lead times; improved customer service through the use  
of Integrated Product Teams (IPTs); and improved compliance with  
statutes, regulations, and DHS, CPO, and OPO directives

## **Achieve Accuracy and Completeness of PRISM Data Entry**

### ***Supports all CPO Priorities***

Timely and accurate reporting for all procurement  
actions; reduce redundant reporting; and ensure timely  
response to data calls

***Kevin Boshears, Director  
Office of Small and Disadvantaged  
Business Utilization***

# OSDBU Recommendations

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- Definition of a Service Disabled Veteran Owned Small Business – FAR 2.101
- Limitations on Subcontracting – FAR 52.219-27 – Services
  - At least 50% of the cost of personnel for contract performance will be spent for employees of the concern or employees of other service-disabled veteran-owned small business concerns.
- Re-Representation
- North American Industry Classification Codes (NAICS)
  - For each Functional Category, the special rules apply because of the estimated dollar value of the project.

# OSDBU Recommendations

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- Contents of the Joint Venture agreement – must contain the six (6) required provisions
  - FAR 19.403 and 13 CFR 125.15(b)

***E. Darlene Bullock, Associate Director  
Departmental Operations Acquisition Division***

# PACTS RFP – Sections A-I

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- Draft RFP was posted on March 5, 2008
- Final RFP was posted on June 6, 2008
- Amendment 000001 was posted on June 13, 2008
- This portion of the presentation will focus on the main points of the RFP sections A through I, and any questions regarding a particular topic/section
- Phase I submittals are due June 26, 2008

# Main Points – Sections A and B

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- Section A – Standard Form 33 (SF-33)
  - Provides general information on the RFP
- Section B – Supplies or Services and Prices/Costs
  - B.1 – Resultant base contracts will be Indefinite Delivery Indefinite Quantity (IDIQ)
    - Firm-Fixed Price (FFP), Time and Material (T&M), or Labor Hour (LH) Task Orders (TOs)
  - B.2 – Base Period (2 years) and three Option Periods (1 year each)
  - B.3 – Contract Pricing
    - Contract hourly labor rates are ceilings – Contractor may propose rates lower than these in response to a Task Order Request for Proposal (TORFP)
    - Costs for contract-level Program Manager shall not be billed as a direct cost to the contract or any TOs (with the exception of some travel)
    - Costs for TO-level Project Manager may be billed as a direct cost to a TO
    - OCONUS multiplier should include any additional costs outside of U.S. Department of State allowances
  - B.4 – Indirect Administrative Costs are ceiling burden rates to be applied to travel and Other Direct Costs (ODCs) if and when they are negotiated pursuant to a TO

# Q&A – Sections A and B

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- Will PACTS allow for the purchase of a specific software application?
  - No. PACTS is for non-IT services.
- B.1 – Will the contractor be required to furnish any facilities, equipment, or supplies?
  - The contractor may be required to furnish incidental facilities, equipment, or supplies, in support of non-IT services ordered under PACTS. Facilities will **not** be leased under PACTS.
- B.2 – Why is there no phase-in associated with this effort?
  - There may be a phase-in at the TO level.
- B.3 – Will the contractor be asked to discount the proposed hourly labor rate ceilings?
  - The Contractor will be asked to discount the hourly labor rate ceilings at the TO level.



# Q&A – Sections A and B, cont.

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- B.3 states that “The Government will provide office space, furniture, and office equipment and supplies, as described in Section H.7.” Should this reference be to Section H.5 instead?
  - The correct reference is to Section H.5.
- B.3 – Will DHS consider a separate table for overtime and shift differentials?
  - No. The hourly ceiling rate for professional employees shall include any overtime and shift differentials. Ceiling rates for labor categories subject to a DOL Wage Determination should not include overtime and shift differentials.
- B.3 – How should Offerors account for overtime if all hourly rates should be based on a 40-hour work week?
  - Similar to answer above. Overtime for DOL Wage Determination labor categories are subject to the rules and regulations of the Department of Labor.
- B.3 – Will DHS consider allowing a separate table to include a ‘security clearance’ multiplier for to account for the added cost of cleared personnel?
  - No.

# Q&A – Sections A and B, cont.

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- B.3 – Is it the Government's intention to award a TO at the same time as the award of the IDIQ contract?
  - No. The Government does anticipate that the PACTS contracts will be utilized soon after award by DHS and its components.
- B.3 – Will DHS provide a 'plug-in' value for ODCs or travel?
  - No. A 'plug-in' value may be provided at the TO level.
- B.3 – How should the contractor recoup costs (including travel) for the contract-level Program Manager?
  - Any costs associated with local travel or travel to the Washington, DC area for contract-level issues shall not be billed as a direct cost to the PACTS base contract or any TOs. Travel which is neither local nor to the Washington, DC area and is specifically related to a particular TO may be billed as a direct charge with the approval of the TO Contracting Officer.
- B.3 – All labor (both Prime and subcontractor) will be treated and billed as direct labor with a single, combined indirect rate and profit application burden, correct?
  - Yes, with the exception of the contract-level Program Manager. There shall not be separate labor ceiling rates or indirect administrative burdens for subcontractors.

# Q&A – Sections A and B, cont.

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- B.3 – Does DHS have a separate rate structure based on increasing danger or maximum allowable multiplier for rates in hostile or dangerous work areas?
  - No. For OCONUS TOs, DHS will adhere to the State Department regulations for danger pay and post differentials.
- B.3 – If a project is extended into the next year due to no fault of the Contractor, will the next year's multiplier's be permitted?
  - Yes.
- B.3 – Should Defense Base Act (DBA) insurance be included in the OCONUS multiplier, or is it considered an ODC?
  - DBA insurance shall not be included in the OCONUS multiplier. DBA insurance shall be included as an ODC in TOs, where appropriate.
- B.3 – What should be included in the OCONUS multiplier?
  - The OCONUS multiplier is a single multiplier for all countries, and should include any costs, including indirect costs applicable to labor and profit/fee, which are not covered by allowances as defined by the U.S. Department of State. The Office of Allowances provides additional information on this topic: <http://aoprals.state.gov>. There are no pre-determined geographical areas (OCONUS or otherwise) where PACTS will be utilized.

# Q&A – Sections A and B, cont.

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- B.3 – Should the OCONUS multiplier be applied to a burdened or un-burdened hourly labor rate?
  - An un-burdened hourly labor rate. This will be calculated at the TO level.
- B.4 – For Offerors that propose to multiple FCs, does the Government expect the same labor rate per category across all FCs?
  - There is no requirement for labor rates to be the same across multiple FCs.
- B.4 – What should Offerors use as the basis for their proposed ceiling rates? A TS/SCI cleared individual in the DC area?
  - The Government will not dictate how an Offeror will generate its proposed ceiling rates. Hourly ceiling rates should include the cost of all personnel, which may include additional costs for clearances, as appropriate.

# Main Points – Section C

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## ■ C.1 – General

- All prime contractors under PACTS must be Service-Disabled Veteran-Owned Small Businesses
- Specific requirements will be established at the TO level
- PACTS is comprised of 4 Functional Categories (FCs)
  - FC1 – Program Management Services (NAICS 541611) (\$6.5M)
  - FC2 – Administrative Services (NAICS 561110) (\$6.5M)
  - FC3 – Clerical Services (561410, 561421, and 561431) (\$6.5M)
  - FC4 – Technical Services (541330) (\$4.5M)
- Offerors may propose to 1, any combination of, or all 4 FCs
  - Clarity is extremely important when distinguishing between FCs

# Q&A – Section C

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- C.1 – Are there incumbent personnel performing all or some of the scope of PACTS work? Is there a list of contracts which cover PACTS work?
  - No.
- C.1 – Will any Government personnel be converted under the PACTS contracts?
  - No.
- C.1 – What are the anticipated requirements that will be issued via TOs under PACTS? Where will TO performance occur?
  - There is no list of anticipated TOs to be issued under PACTS. There is no pre-determined usage pattern, geographical or otherwise, for TOs issued under PACTS.
- C.1 – Will the Government consider adding/changing the NAICS codes, or the size standards under those NAICS codes? Will the Government apply the exception to the size standard for 541330 (FC4)?
  - The Government will neither change nor add the NAICS codes currently included in the PACTS RFP. The size standards for FC1-3 will remain at \$6.5M, and the size standard for FC4 will remain at \$4.5M. The Government will not utilize the exception to the size standard for 541330 under PACTS.

# Q&A – Section C, cont.

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- C.1 – Must proposals respond to all of the service categories within each FC, or may they cover selected areas within each FC?
  - Proposals must respond to all of the service categories within each FC.
- C.1 – What TO management tools are acceptable to the Government?
  - There is no list of acceptable TO management tools.
- C.2 – In the draft RFP, there were additional descriptions for each FC in the form of ‘anticipated services’ – these are not included in the final RFP. Do they still fall within the scope of PACTS?
  - The additional descriptions referenced are portions of the NAICS codes descriptions, and therefore do fall within the scope of PACTS and their respective FCs. An amendment to the RFP will be issued to include the full text of the NAICS codes as an attachment.

# Main Points – Section D

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- D.1 – All deliverables to the PACTS Contracting Officer, PACTS Program Manager, TO Contracting Officer, or TO Contracting Officer's Technical Representative shall be clearly marked with the contract, TO, and contractor information
- D.2 – Federal criminal statutes prohibit unauthorized uses of the DHS Seal
  - Requests to use the DHS Seal must be submitted in accordance with D.2



# Q&A – Section D

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- D.2 – May we use the DHS seal on our proposal? Will PACTS vendors automatically be able to use the DHS seal?
  - Offerors shall not use the DHS seal on their proposal(s). PACTS vendors must request approval to use the DHS seal on a case-by-case basis.

# Main Points – Section E

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- Section E outlines clauses and procedures for the review, correction, and acceptance of deliverables

# Q&A – Section E

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- E.2 – Does the Government have a standard deliverable approval sign-off document?
  - No. Deliverable approval procedures will be defined in greater detail at the TO level.

# Main Points – Section F

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- F.3 – PACTS is not a multi-year contract as defined in FAR 17.1
- F.4 – The Period of Performance (POP) for each contract year is called the Contract Ordering Period (COP)
  - TOs issued within the COP may extend up to 12 months past that COP
  - TOs issued within the 3<sup>rd</sup> and final option period shall not extend 6 months after that COP
    - The final contract year's pricing shall be used for the duration of the TO
- F.5 – Options are exercised at the sole discretion of the Government
- F.10 – The Contractor shall provide Attachment J-1 (Monthly Contract Status Report) on a monthly basis
- F.12 – In accordance with FAR 52.219-27, at least 50% of the cost of personnel for contract performance shall be spent for the Contractor or employees of another SDVOSB.
  - In order to provide evidence of meeting the requirements of this clause, Attachment J-2 (Sample Subcontracting Report) shall be provided on a 6-month basis
    - 1<sup>st</sup> submission is not required until 12 months after award
    - At least 50% requirement must be met on the sum of all task orders issued to date on a Functional Category basis

# Main Points – Section F, cont.

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- F.13 – Comprehensive Contracts Report
  - Within 30 days after contract award, the Contractor shall submit a report listing all of the active contracts/task orders it or its team members/subcontractors currently have with PACTS that fall within the scope of the PACTS contract.

# Main Points – Section G

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- G.2 – Only the contract-level Contracting Officer may change the terms of the base PACTS IDIQ contract
- G.2.4 – Contractor's contract-level Program Manager is responsible for all issue resolution, program management, and other contract support. The contract-level Program Manager is responsible for overall contract performance and shall not serve in any other capacity under the contract.
- G.4 – TO Ordering Procedures
  - Fair Opportunity procedures (FAR 16.505(b)) for each order in excess of the micro-purchase threshold will be followed for all TOs issued under PACTS, unless an exception applies
    - Urgency
    - Unique or highly-specialized services
    - Logical follow-on
    - Minimum guarantee (does not apply)
  - G.4.5 – The Contractor is not authorized at any time to commence TO performance prior to the issuance of a signed TO or other written approval provided by the TO Contracting Officer

# Main Points – Section G, cont.

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- G.4.8 – The TO Contracting Officer may discuss the reasons a Contractor was not selected, but the TO Contracting Officer may not:
  - Discuss the other Contractors' proposals
  - Compare Contractor proposals
  - Allow access to the award decision documentation
  - For TOs exceeding \$5M, unsuccessful Contractors may request a debrief
- G.4.9 – No protest under Subpart 33.1 is authorized in connection with the issuance or proposed issuance of a TO under this contract, except for a protest on the grounds that the order increases the scope, period, or maximum value of the contract
  - Protests are authorized for TOs exceeding \$10M
- G.9 – If an awardee's size status changes as a result of a merger, acquisition, or size status recertification such that the contract option isn't exercised, current TO performance may still be completed.
  - The Contractor would no longer be eligible to compete in future TO competitions.

# Q&A – Section G

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- G.2 – Can a contract-level Program Manager direct bill to TOs as a subject-matter expert, for instance, when not engaged in contract-level Program Manager duties? Is the contract-level Program Manager providing personal services? Why/how does DHS require approval of the contract-level Program Manager under these circumstances?
  - Except for non-local travel to other than the Washington, DC area, the contract-level Program Manager may not direct bill to a TO. None of the services provided under PACTS are personal services. The contract-level Program Manager is considered key personnel under PACTS, and DHS will approve any key personnel or substitutions to key personnel.
- G.2 – How many classified TOs will be issued? What is the projected clearance level?
  - It is anticipated that there may be some classified TOs issued under PACTS, but there are no specific requirements for TOs (classified or otherwise) at this time. The clearance level (if any) will be determined at the TO level.



# Q&A – Section G, cont.

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- G.4 – If a PACTS Offeror is awarded contracts for multiple FCs, and the team members on the FCs are not identical, will team members be permitted to bid across FCs with the prime?
  - No. The Government will identify the predominant FC and each vendor/team within that FC will be given a fair opportunity to compete.
- G.4 – It is our understanding that there are new procedures for TO protests and debriefings? Do these new procedures apply to PACTS?
  - Please see Sections G.4.8 and G.4.9 of the RFP.
- G.4 – Will there be any expense to the contractor to acquire security clearances?
  - The Government does not currently anticipate that this will be a contractor cost. However, this will be defined at the TO-level.
- G.6 – How much advance notice will be given when travel is required to attend quarterly meetings?
  - DHS will provide sufficient advance notice.

# Q&A – Section G, cont.

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- G.6 – For T&M TOs, can vendors bill every two weeks or monthly?
  - Billing procedures will be defined at the TO level.

# Main Points – Section H

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- H.1 – All DHS offices may use PACTS. DHS reserves the right to authorize use by other entities in support of homeland security
- H.2 – Minimum Guarantee is \$250.00 for the entire contract
  - Maximum cumulative dollar amount for all TOs across all contracts: \$1.5B
- H.9 – Past performance information for all TOs whose total value (including options) is \$100,000 or greater will be entered into the NIH Contract Performance System (CPS)
- H.13 – Each Contractor shall design, deploy, and maintain a Section 508 web page (which shall not be a direct charge under the contract)
  - At a minimum, it will include 1) a conforming version of the contract, 2) a list of all team members/subcontractors and their respective areas of expertise, 3) the Functional Categories awarded under PACTS, and, 4) corporate points of contact.
- H.15 – Any news release, marketing information, etc. must be approved in writing by the PACTS Program Manager
- H.19/20 – substitution of key personnel may be disapproved in writing by the PACTS Program Manager, Contracting Officer, or TO Contracting Officer's Technical Representative

# Main Points – Section H, cont.

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- H.25 – DHS intends to electronically post the PACTS base contracts, including fully-burdened ceiling labor rates, to the DHS website.
- H.27 – The Contractor shall participate in a post-award conference that will be held within 10 business days after contract award.
- H.29 – Organizational Conflict of Interest: There may be restrictions placed upon participation in future contracting efforts based on individual TO requirements.
- H.30 – The Service Contract Act (SCA) applies to PACTS. Through the submission of pricing information, the Contractor is certifying that they are able to meet or exceed every Wage Determination on Wage Determination Online (<http://www.wdol.gov>)

# Q&A – Section H

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- What is the expected TO/work percentage for each FC over the life of the contract?
  - There is no pre-determined usage pattern amongst FCs for PACTS.
- H.4 – Will the Government provide a plug-in value for travel?
  - No. This may be provided at the TO level.
- H.4 – Will all special purpose software and equipment be allowed as a direct charge?
  - This will be determined at the TO level.
- H.4 – Will the Contractor have access to the internet for time and attendance or other reporting? What equipment/IT will be provided for on-site personnel?
  - On-site Contractor personnel will have access to the internet. Equipment access will be defined at the TO level.
- H.13 – Since the PACTS webpage is a Government requirement, may it be direct billed? Does each subcontractor/teaming partner have to have a separate PACTS webpage?
  - The PACTS webpage shall not be direct billed to the Government. Each subcontractor/team member is not required to have a PACTS webpage.

# Q&A – Section H, cont.

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- H.22 – Will contractors be reimbursed for additional ‘declared’ holidays?
  - No.
- H.27 – What is the definition of ESO?
  - ESO is the Enterprise Solutions Office within the Office of Procurement Operations.

# Main Points – Section I

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- I.1 – Additional contract clauses may be included in TOs
- I.2 – The full text of clauses may be accessed electronically at <http://www.arnet.gov>
  - The Government highly recommends reading the full text of all clauses included by reference.
- I.3 – Limitations on Future Contracting: similar to H.29
- I.4 – Notification of Ownership Changes is especially important given re-representation requirements (I.8 – 52.219-28)

# Q&A – Section I

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- 1.2 – FAR 52.228-3 is included in the RFP. Are successful Offerors required to have DBA coverage in place at the time of base contract award?
  - DBA coverage will/may be required for specific TOs. Offerors are not required to have DBA for the base IDIQ contracts.
- 1.9 – Does the Government anticipate that any employee under PACTS will be covered by a Collective Bargaining Agreement?
  - The Government has not made that determination. CBAs will be addressed at the TO level.



***Harrison Smith, Contracting Officer  
Office of Procurement Operations***

# PACTS RFP – Sections J-M

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- This portion of the presentation will focus on the main points of the RFP sections J through M, and any questions regarding a particular topic/section
- Amendment 000001 was posted on June 13, 2008
  - Updated instructions regarding experience
- Phase I submittals are due June 26, 2008

# Main Points – Section J

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- The Government highly recommends that potential Offerors read the entire text of all attachments.
- Attachments should be used in accordance with Section L of the RFP.

# Q&A – Section J

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- Will the Government post the attachments in Word/Excel format?
  - The attachments have been posted in Word/Excel format in Amendment 000001.
- May the cells within the attachments be re-sized within the page limits?
  - Yes, as long as the resulting attachment adheres to the requirements as set forth in the applicable sections of the RFP. Instructions to the Offeror may be deleted from the attachments. The orientation of the paper may not be altered, nor may the order or content of the cells.
- J.6 – If the Offeror provides POC information that is no longer accurate, will they be penalized? How much POC information should be submitted?
  - The most current information available to the Offeror should be submitted, to include “Other Contract/Task Order Technical POC(s)” information. All available contact information (within reason) should be provided.
- J.6 – Does the ‘Team Member’ designation at the top of J-6 refer to a JV component?
  - Yes. An amendment will be issued to reflect this.

# Q&A – Section J, cont.

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- J-6 – Should the ‘Awards, Recognitions, and Certifications’ section be for awards related specifically to the experience, or in general?
  - They should be related specifically to the experience submitted on the form.
- J-6 – Should the ‘Detailed Product(s)/Service(s) Provided’ contain bullets or a detailed description of the services provided?
  - A detailed description of the services should be provided.
- J-7 – What is the page limit for J-7? Is Part III (Program Service Level Agreements – Measures and Monitoring) excluded from the page limit?
  - The page limit for J-7 is 5 pages, including Part III.
- J-9 – Should an Offeror who is a JV include one Attachment J-9, or one J-9 for each component of the JV? Should one J-9 be submitted for each team member/subcontractor?
  - A JV should submit one J-9. Team members/subcontractors should not submit a J-9.

## Q&A – Section J, cont.

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- J-12 – Should the Proposal Preparation Checklist be provided during Phase I? It references Phase I submission requirements.
  - The Phase I portion of J-12 should be submitted during Phase I. The Phase II portion of J-12 should be submitted during Phase II.
- J-12 – There appear to be some inconsistencies in the proposal preparation checklist – should Offerors use Section L or J-12 to develop their proposals?
  - Section L outlines the requirements of the RFP. Corrections/clarifications will be made to J-12 in an amendment, but J-12 **should not** be used as a replacement for the instructions set forth in Section L.
- Should Attachment J-4 be submitted in Phase I?
  - No.

# Main Points – Section K

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- The Offeror must have completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>.

# Main Points – Section L

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- Clarity is extremely important
  - Proposals must clearly delineate between FCs
- Follow the directions and requirements of the RFP
  - If proposals are unclear or do not comply with the instructions in any way (including format), a proposal may not be evaluated
    - This determination will be made at the sole discretion of the Contracting Officer
- All Phase I submissions are due no later than 4:00 PM, Washington, DC local time on June 26, 2008.
  - Late proposals will not be considered
- L.5 – Submissions should be provided in a box to the address specified in the RFP. No deliveries will be accepted elsewhere, and no e-mail or fax submissions will be accepted.
- L.7 – The RFP does not commit the Government to pay any cost for the preparation and submission of a proposal response to the RFP.



# Main Points – Section L, cont.

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- Phase I – due June 26, 2008
  - Volume I / Tab A – Cover Letter and Executive Summary
  - Volume I / Tab B – Factor 1: Program Manager Qualifications
  - Volume I / Tab C – Factor 2: Experience
- Phase II
  - Volume II / Tab D – Cover Letter and Executive Summary
  - Volume II / Tab E – Factor 3: Program Management and Quality Control
  - Volume II / Tab F – Factor 4: Past Performance
  - Volume II / Tab G – Factor 5: Ability to Provide Effective Solutions
  - Volume II / Tab H – Factor 6: Ability to Recruit, Train, and Retain High-Quality Personnel
  - Volume III / Tab I – Exceptions and Deviations
  - Volume III / Tab J – Contract Documents and Associated Information
  - Volume III / Tab K – Price Proposal
  - Volume III / Tab L – Financial Statements

# Main Points – Section L, cont.

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- L.9 – Proposals shall be clearly and concisely written as well as neat, indexed (cross-indexed as appropriate) and logically assembled.
  - No superfluous material
  - Page numbers, headers/footers
  - Tabs are required either once per proposal or for each FC to which the Offeror is proposing
  - Hard Copies (paper) – 1 original and 5 copies – 6 total
  - Electronic Versions (CDs) – 3 CDs formatted using Microsoft Office 2000, or earlier
    - CDs should be clearly marked
  - Pages that exceed the maximum page limitation will not be evaluated
    - Tabs, indices, tables of contents, etc., do not count towards the page limitations
  - In the event of a conflict between the contents of the hard copy version and the electronic version, the hardy copy version shall prevail
    - In the cover letter, the Offeror shall certify that the hard copy version is exactly the same as the electronic version

# Main Points – Section L, cont.

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- Evaluation of the PACTS proposals will be conducted in 2 Phases
  - Phase I – Program Manager Qualifications and Experience
  - Phase II – Program Management and Quality Control, Past Performance, Ability to Provide Effective Solutions, Ability to Recruit, Train, and Retain High-Quality Personnel, and price
- Phase I is made up of 3 tabs under Volume I
  - Tab A – Cover Letter and Executive Summary
    - Submitted only once, regardless of the number of FCs
    - Cover letter (1 page) – hard/electronic versions identical, proposal is predicated on the RFP, and acceptance period is 180 days
    - Executive Summary (2 pages) – Overview, summary information, aid in understanding the proposal

# Main Points – Section L, cont.

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- Phase I is made up of 3 tabs under Volume I, cont.
  - Tab B – Factor 1: Program Manager Qualifications
    - Submitted only once, regardless of the number of FCs
    - Resume of proposed contract-level Program Manager (3 pages)
      - Attachment J-5, Program Manager Resume Format
      - Statement regarding employment acceptance / salary discussions, if appropriate (does not count towards the page limit)
    - If the contract-level Program Manager becomes unavailable at any point during the evaluation process, the Offeror shall immediately notify the Contracting Officer in writing
  - Tab C – Factor 2: Experience
    - Submitted for each FC (Attachment J-6, Relevant Experience Form)
    - Teaming Arrangements (valid for 5 years) are included once in this section
      - All team members/subcontractors need to have fully-executed Teaming Arrangements, whether or not their experience is being proposed
    - Relevant/Recent
    - No minimums (Amendment 000001)
    - 1 form per experience, maximum of 10 forms

# Main Points – Section L, cont.

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- Phase II Offerors
  - Most-highly rated Offerors from Phase I will be eligible for Phase II
  - It is anticipated that Phase II submissions will be due approximately 30 days after Phase I notifications are received
- Phase II is made up of 9 Tabs under Volumes II and III
  - Volume II / Tab D – Cover Letter and Executive Summary
    - Submitted only once, regardless of the number of FCs
    - May be different from the Phase I Cover Letter / Executive Summary
    - Cover letter (1 page) – hard/electronic versions identical, proposal is predicated on the RFP, and acceptance period is 180 days
    - Executive Summary (2 pages) – Overview, summary information, aid in understanding the proposal.

# Main Points – Section L, cont.

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- Phase II is made up of 9 Tabs under Volumes II and III, cont.
  - Volume II / Tab E – Factor 3: Program Management and Quality Control
    - Submitted only once, regardless of the number of FCs
    - Program Management (10 pages)
      - Management structure, managing multiple TOs, reporting structure
    - Quality Control (2 pages)
      - Review/audit process, corrective actions
    - Certifications, Quality Recognition, and Awards (no limit)
      - Attachment J-11, Quality Recognition and Certification Profile Form
      - Only awards issued at the organization, agency level, or above will be considered
    - E-Verify
      - Will be changed from voluntary to a mandatory requirement of the RFP

# Main Points – Section L, cont.

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- Phase II is made up of 9 Tabs under Volumes II and III, cont.
  - Volume II / Tab F – Factor 4: Past Performance
    - Past performance information is a subset of the experience information provided under Tab B in Phase I
    - Past Performance Statement submitted once for each FC (Attachment J-7)
      - Each statement is limited to 5 pages
      - Minimum of 3, maximum of 10
        - Offeror shall state if it has no past performance
    - Past Performance Questionnaire submitted once for each FC (Attachment J-8)
      - Questionnaire shall be submitted directly via e-mail from the customer reference to [PACTS@DHS.GOV](mailto:PACTS@DHS.GOV)
        - Offeror's responsibility to ensure receipt
      - Government reserves the right to contact customers identified in the proposal, and to obtain past performance information from a variety of other sources

# Main Points – Section L, cont.

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- Phase II is made up of 9 Tabs under Volumes II and III, cont.
  - Volume II / Tab G – Factor 5: Ability to Provide Effective Solutions
    - Submitted only once, regardless of the number of FCs (5 pages)
    - Describe the approach for providing DHS with the best solutions and services
    - How the company and team is structured, value-added by team members/subcontractors, management of team members/subcontractors
  - Volume II / Tab H – Factor 6: Ability to Recruit, Train, and Retain High-Quality Personnel
    - Submitted only once, regardless of the number of FCs (3 pages excluding Attachments)
    - Describe the actions taken to recruit, train, and retain high-quality personnel
    - Attachment J-9, Staffing Levels Profile Form
    - Attachment J-10, Labor Category Table



# Main Points – Section L, cont.

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- Phase II is made up of 9 Tabs under Volumes II and III, cont.
  - Volume III / Tab I – Exceptions and Deviations
    - Sufficient amplification/justification to permit evaluation
    - Benefit to the Government
    - Large number of exceptions, or 1 or more significant exceptions may result in rejection of the proposal
  - Volume III / Tab J – Contract Documents and Associated Information
    - SF-33, SF-30s
    - Supplementary information (DCAA/DCMA POCs, facility clearances, approved systems, etc).
    - Representations and Certifications
      - For K.2, the Contractor shall provide applicable NAICS codes for the proposed FCs
    - Attachment J-12, Proposal Preparation Checklist

# Main Points – Section L, cont.

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- Phase II is made up of 9 Tabs under Volumes II and III, cont.
  - Volume III / Tab K – Price Proposal
    - Attachment J-4, Pricing Templates
      - Part I (B.4 Labor Category Rate Table), Part II (Hourly Labor Rates), and Part III (Other Pricing Information)
  - Volume III / Tab L – Financial Statements
    - Financial capability
      - Audited and un-audited statements, sources of funds, list of commitments with the Government, current/pending legal actions

# Q&A – Section L

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- Does DHS want a separate binder for each proposed FC?
  - It is not necessary to have a separate binder for each FC – proposals should be clear, easy to follow, and delineate between FCs being proposed.
- L.5 – Will the due date for proposals be extended if the Government is unable to answer all questions at the PPC?
  - No, all questions provided by June 13, 2008 will be answered at the PPC.
- L.5 – For Phase II Offerors, will there be an opportunity to ask additional questions during Phase II? Will there be a PPC for Phase II?
  - The Government does not currently anticipate either answering additional questions or holding a PPC during Phase II.
- L.5 – What is the expected turn-around for Phase II submissions?
  - The anticipated turn-around time for Phase II submissions is approximately 30 days.

# Q&A – Section L, cont.

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- Are Offerors required to submit a subcontracting plan?
  - A subcontracting plan is not required because PACTS is an SDVOSB set-aside.
- L.2 – How should Offerors account for subcontractor rates? How many rates per labor category can be submitted?
  - No subcontractor rates shall be proposed – all rates of subcontractors must be accounted for in the fully burdened ceiling rates proposed to the Government. Only one rate per labor category shall be proposed.
- L.2 – Where should charges for the contract-level Program Manager be included?
  - The contract-level Program Manager shall not be direct billed to the base contract or any subsequent TOs. How the contract-level Program Manager is reimbursed is up to the Offeror.
- L.5 – What is the current projected date in the Government-approved Acquisition Plan for notifying prime Offerors as to the results of Phase I?
  - The contents of source selection documents will not be disclosed. The time required for evaluation of Phase I proposals is highly dependent upon the number of proposals received.

# Q&A – Section L, cont.

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- L.5 – May proposals be hand delivered? If so, what are the procedures?
  - Proposals may be delivered via a method other than U.S. Mail. However, if the contractor elects to do so, responsibility for the timely receipt of the proposal by the Government lies solely with the Offeror. Delays such as traffic, weather, security issues, etc. will not result in a late proposal being considered by the Government. The address for hand delivery of proposals is Bolling Air Force Base, Washington, DC. Offerors should go to the Visitor's Center and state that they are delivering PACTS proposals to 245 Murray Lane. Proposals must still be in a sealed box. Receipts will not be provided by the Government. If the Offeror desires a receipt, 2 copies of the receipt must be brought – 1 of the copies will be left with the Government.
- L.5 – If submitting as a JV, is the Offeror's name the JV name or the name of the SDVOSB component of the JV?
  - The name of the Offeror must be the legal name of the JV.
- L.8 – What are the minimum requirements for experience? Are there minimum numbers of experience forms for the prime or team members?
  - There are no minimum requirements for experience. All status-eligible SDVOSB under the respective NAICS code size standards are invited to submit under Phase I. There are no minimum numbers of experience forms for the prime or team members.
- L.8 – What does the exception to the size standard under FC4 refer to? \$4.5M or another number?
  - There is an exception for certain types of requirements under this NAICS code which permits the size standard to be raised to \$25M. PACTS will not be utilizing this exception for FC4 – \$4.5M is the size standard for FC4.

# Q&A – Section L, cont.

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- L.8 – Do subcontractors need to meet the NAICS code size standards?
  - No. Additionally, components of a JV need not be service-disabled, veteran-owned, but they must be under the size standard.
- L.9 – May an Offeror submit experience from one of its team members/subcontractors?
  - An Offeror may submit experience for the Prime and/or any subcontractors/team members. However, an executed teaming arrangement must be in place and submitted for all team members/subcontractors, whether or not experience is being provided.
- L.9 – May an Offeror include, tabs, tables of contents, etc. to provide structure for the proposal, and if so, do these count against the page limitations?
  - Yes, these may be included, and no, they do not count against the page limitations. Clarity and adherence to the format and overall requirements is very important.
- L.9 – May an Offeror propose different teaming arrangements for different FCs?
  - Yes.

# Q&A – Section L, cont.

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- L.9 – The RFP states that electronic versions need to be submitted, but that proposal submissions shall not be submitted electronically – please clarify.
  - ‘Electronic versions’ refers to the CDs. Electronic submission of proposals refers to proposals sent in via e-mail or fax, which is not permitted.
- L.9 – How many copies of the proposal is the Government requiring? Do the electronic versions have to be formatted in a specific manner?
  - For hard (paper) copies, 1 original and 5 copies (6 total) are required. For electronic versions (CDs), 3 copies are required. Electronic versions of the proposal must be formatted using Microsoft Office version 2000, or preceding versions (i.e., 97).
- Are PDF/JPEG file formats acceptable? Given the 5MB size limit for files, may files be ‘divided?’
  - Yes, PDF/JPEG file formats are acceptable. Files may be ‘divided,’ but the naming methodology for all files must be very clear.

# Q&A – Section L, cont.

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- L.9 – In the section where fold-out sheets are permitted, the paper size 8 ½ x 17 is referenced – should this read 11 x 17?
  - Yes, 11 x 17 is the correct paper size.
- Since Attachment J-6 is a table, may the Offeror reduce the size of the font used in the form to 10 pt?
  - No.
- L.11 – Should the past performance information in Phase II be the same as the experience information provided in Phase I?
  - Yes, past performance information should be selected from the list of experiences provided under Experience in Phase I.
- Please clarify the term ‘Offeror.’ Does the contract-level Program Manager have to a direct employee of the prime or the Offeror?
  - ‘Offeror’ refers to the entity which is proposing. Therefore, ‘Offeror’ may refer to a prime bidding by itself, or the team/JV which is bidding. The contract-level Program Manager does not have to be a direct employee of the prime – he/she may be a direct employee of a team member/subcontractor, as well. If the proposed contract-level Program Manager is not an employee of the Offeror, please refer to the instructions in L.10.



# Q&A – Section L, cont.

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- Can the page limit for the contract-level Program Manager be extended from 3 to 5 pages?
  - No.
- If the resume provided for the contract-level Program Manager does not take up the entire 3 pages, may the Offeror include a narrative in the resume?
  - Offerors may provide information which does not exceed the page limitations and is appropriate under the Program Manager resume format.
- What is the page limit for the proposed contract-level Program Manager? Do the required statements on prospective employment count against this page limit?
  - The page limit for the proposed contract-level Program Manager is 3 pages. The required statements on prospective employment do not count against this page limit.
- Given that the PACTS awards will not be made until October 2008, what should Offerors do if the proposed contract-level Program Manager is no longer available?
  - If the proposed contract-level Program Manager becomes unavailable at any point during the evaluation process, the Offeror shall immediately notify the Contracting Officer in writing.

# Q&A – Section L, cont.

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- L.10 – Can a company or individual be on more than one team?
  - There are no teaming restrictions for PACTS.
- L.10 – Where should the teaming agreements be attached? Do copies for each FC need to be provided?
  - Teaming agreements should be included in Tab C – Factor 2: Experience in Phase I, and do not count against the page limitation. One copy per team member is sufficient.
- L.10 – Can individual experience be provided?
  - Only corporate experience may be provided.
- L.10 – Is there a maximum number of teaming partners which is allowed because there is a maximum (10) number of experience forms which is allowed?
  - No. There is a maximum number of experience forms and past performance forms (10). If there are 15 team members (including the prime), then 5 team members will not provide experience or past performance information. There are no minimum requirements for experience forms. Teaming agreements for all team members, regardless of the number, shall be submitted.

# Q&A – Section L, cont.

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- L.10 – Is a non-disclosure agreement (NDA) or letter of commitment sufficient in lieu of a teaming agreement? Why does DHS require teaming agreements executed for a period of 5 years if they will be superseded by subcontracting agreements upon award?
  - An NDA or letter of commitment is not sufficient. DHS requires teaming agreements in order establish the make-up of the team prior to any potential award and the subsequent subcontracting agreements.
- L.10 – Can teaming agreements stipulate that the teaming relationship may be terminated by either party?
  - No. Changes or substitutions to a PACTS team will only be permitted under extreme circumstances as may be determined at the sole discretion of the Contracting Officer.
- L.10 – May an Offeror submit the same experience for more than one FC? If so, is more than one copy of the experience form necessary?
  - Yes, if the experience applies to more than one FC. Experience should be relevant and recent to the proposed FC. The applicable experience form shall be submitted once for each FC
- L.10 – If an Offeror is submitting for all 4 FCs, the maximum number of total experience forms is 40, correct?
  - Yes.

# Q&A – Section L, cont.

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- Please explain the difference between “team member” and “subcontractor” in the Government’s eyes.
  - There is no difference between a team member and a subcontractor in the Government’s eyes.
- After a prime is awarded a PACTS contract, may its team members from different FCs compete on other FCs, even if they were not included as part of the original team on that FC?
  - No.
- Will DHS increase the page limits or number of allowable experience/past performance forms?
  - No.
- Are different teams for different FCs permitted with the same Prime?
  - Yes. There are no restrictions on teaming arrangements.

# Q&A – Section L, cont.

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- Is pricing information provided in Phase I?
  - No.
- Must Offerors provide a single experience form or set of experience forms which cover all of the proposed FCs?
  - No, Offerors should provide experience which is recent and relevant to the FC(s) to which it is proposing. An Offeror should provide experience forms for each FC to which it is proposing.
- Do the copies of the teaming agreements included in the electronic version need to include signatures and dates? If so, may they be in PDF format?
  - Yes, they do need to include signatures and dates, and yes, they may be in PDF format.
- The heading for Tab C – Factor 2: Experience states ‘Excluding Teaming Agreements’ but paragraph 2 within the Tab C description requires including teaming agreements. Please clarify.
  - ‘Excluding Teaming Agreement’ refers to the fact that the teaming agreements are not included in the page limit, not the requirement for the agreements themselves.

# Q&A – Section L, cont.

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- Does DHS have a preference in regards to teaming? Specifically, would DHS encourage a small business to apply/partner with multiple teams or be exclusive to a single team.
  - There are no restrictions or preferences in regards to teaming.
- Why is there a maximum number of forms permitted?
  - The Government must limit the amount of information provided in proposals to a manageable amount which can be evaluated in a reasonable amount of time.
- Is it permissible to include a team introduction and summary within Tab C – Factor 2: Experience?
  - No.
- Do Tab A and Tab D submissions (Cover Letter and Executive Summary for Phase I and II, respectively) have to be identical?
  - No, the Cover Letter and Executive Summary for Phase II (Tab D) may be different than the Cover Letter and Executive Summary for Phase I (Tab A). The contents of Tab A and Tab D are not evaluated.

# Q&A – Section L, cont.

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- L.11 – Is participation in E-Verify required or voluntary? What is the page limit for the statement regarding participation in E-Verify?
  - Participation in E-Verify will now required in accordance with Executive Order 12989 – an amendment will be issued to reflect this change. The statement regarding participation in E-Verify is included in the overall page limit for Tab E (12 pages) – it should be no more than 1 or 2 sentences.
- L.11 – Paragraph 5 in Tab F uses the phrase ‘if applicable’ in between a statement regarding the relevance of a past performance example to the FC and a statement on performance measures and service level metrics – which statement does ‘if applicable’ apply to?
  - ‘If applicable’ refers to performance measures and service level metrics. Experience and past performance examples must be both relevant and recent.
- Should Offerors use Attachment J-7, Past Performance Statement to provide past performance information?
  - Yes.
- L.11 – Paragraph 3 of Tab H references both J-9 and J-10. Should Offerors be using J-9 while filling out J-10, or vice versa?
  - The references in paragraph 3 of Tab H should all be to J-10, Labor Category Table.

# Q&A – Section L, cont.

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- L.11 – How will a company's financial size/statements be evaluated?
  - An Offeror's financial information will be used to assist the Contracting Officer in making a responsibility determination. The SBA has the final decision on the responsibility of a small business.
- L.11 – Should Offerors use a particular location as the basis for rates to which the SCA Wage Determination Indices apply?
  - No. Through the submission of pricing information, Offerors are certifying that they are able to meet or exceed every Wage Determination on Wage Determination Online (<http://www.wdol.gov>). An amendment will be issued to provide clarification.
- L.13 – Does the Government anticipate requiring oral presentations, either in Phase I or Phase II?
  - No.
- How many Offerors will go on to Phase II? What is the Government's goal for number of awardees in each FC?
  - The most-highly rated Offerors will go on to Phase II. The Government anticipates making multiple awards in each FC – there is no predetermined number or 'goal' for the awardees in total, or by FC.



## Q&A – Section L, cont.

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- L.11 – How should an Offeror provide evidence that an earnest attempt was made to contact a past performance reference?
  - Evidence of the communication attempts should be provided. A single phone call or e-mail to a single individual is not sufficient. Multiple phone calls or e-mails to several individuals is more appropriate.

# Main Points – Section M

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- The Government intends to award multiple IDIQ contracts to those responsible Offerors whose proposals represent the best value to the Government.
  - Award may be made to other than the lowest priced proposals
  - Award may be made to other than the highest technically rated proposals
  - A sufficient number of awards will be made under each FC to ensure adequate competition at the TO level
  - Award may be made on 1, all, or any combination of the FCs to which the Offeror proposes
- No discussions will be held in Phase I
- The Government does not intend to hold discussions, but reserves the right to hold discussions in Phase II, at the sole discretion of the Contracting Officer
- A competitive range may be established in Phase II
  - The competitive range will be comprised of all the most highly rated proposals, unless the range is further reduced for purposes of efficiency

# Main Points – Section M, cont.

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- M.3 – Evaluation Factors
  - Non-Price Factors
    - Phase I
      - Factor 1: Program Manage Qualifications
      - Factor 2: Experience
    - Phase II
      - Factor 3: Program Management and Quality Control
      - Factor 4: Past Performance
      - Factor 5: Ability to Provide Effective Solutions
      - Factor 6: Ability to Recruit, Train, and Retain High Quality Personnel
  - Price Factor (nonrated)
    - Price
- Factors 1 and 2 are in descending order of relative importance
- In Phase II, Factors 1 and 2 are significantly more important than Factor 3
  - Factor 3 is more important than Factors 4, 5, and 6, which are of equal importance
  - When combined, all non-price factors are significantly more important than price
- As proposals become more equal in terms of non-price factors, price becomes more important.

# Main Points – Section M, cont.

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- **Factor 1: Program Manager Qualifications**
  - Extent to which the contract-level Program Manager's experience is commensurate with the requirements of a contract like PACTS
  - Extent to which his/her qualifications address the labor category description
- **Factor 2: Experience**
  - Must be relevant/recent
  - Size, scope, and complexity of the efforts
  - Degree of relevance to the proposed FC
  - Extent to which proposal includes teaming arrangements, if applicable
- **Factor 3: Program Management and Quality Control**
  - Extent to which the proposed management structure/solutions:
    - Demonstrate sound/logical business practices
    - Methodology for how cost, schedule, and performance objectives are controlled, reported and managed
    - Demonstrate knowledge and application of project management disciplines
    - Reporting structure provides transparency and Government access to real time cost, schedule, and performance metrics

# Main Points – Section M, cont.

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- **Factor 3: Program Management and Quality Control, cont.**
  - Extent to which the proposed quality control process includes a comprehensive, verifiable, and self-implementing approach for monitoring performance and handling corrective actions
  - Extent to which quality recognition, awards, and certificates demonstrate the existence and application of high quality processes
  - Verification of participation in E-Verify program
    - New requirement which will be reflected in an amendment to the RFP
- **Factor 4: Past Performance**
  - Extent to which past performance demonstrates a capability and capacity to deliver high quality service and solutions within the proposed FC
  - Focus on the size, scope, and complexity of the efforts, degree of relevance to the proposed FC, extent to which performance measure and service level metrics were applied and the results
- **Factor 5: Ability to Provide Effective Solutions**
  - Soundness of ability to provide effective/efficient solutions, and the ability to systematically identify the most current technologies, services, and techniques
  - If applicable, approach and rationale for team members/subcontractors, value added by each, rationale for addressing the proposed FC(s), and organization logic and utility

# Main Points – Section M, cont.

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- Factor 6: Ability to Recruit, Train, and Retain High Quality Personnel
  - Emphasis will be placed on education, professional certifications, and security credentials relative to the number of personnel in the business unit
  - Average length of service and turnover rate within 3 years of RFP release date
- Price
  - Price evaluation will be on a FC basis using the fully burdened labor rates proposed in Attachment J-4
    - Indirect Administrative Costs ceiling rates will be evaluated
    - Options will be evaluated
      - Evaluation of options does not obligate the Government to exercise them
      - Offers containing any charges for failure to exercise any option will be rejected

# Main Points – Section M, cont.

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- M.4 – Adjectival Ratings for Factors 1, 2, 3, 5, and 6
  - Outstanding
  - Good
  - Average
  - Unsatisfactory
- M.4 – Adjectival Ratings for Factor 4 (Past Performance)
  - Outstanding
  - Good
  - Acceptable
  - Unsatisfactory
  - Neutral – Offerors who have no past performance will be assigned a rating of neutral
- M.5 – Government intends to have contractor support provide assistance during the acquisition. Acquisition Solutions, Inc. is the contractor currently providing acquisition support for this procurement. Other contractors may provide support during this procurement.

# Q&A – Section M

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- M.3 – Will an Offeror's experience be rated higher or lower for DHS vs. non-DHS experience?
  - No.
- M.3 – How will the teaming agreements impact the evaluation of an Offeror's experience?
  - If an Offeror submits an experience form for a team member with whom it does not have a fully-executed teaming agreement, neither the experience nor the past performance will be evaluated.
- M.3 – What is the difference between Experience and Past Performance? Do Factor 2: Experience and Factor 4: Past Performance have to relate to one another?
  - Experience is whether or not an Offeror has performed something. Past performance is how well they have performed while engaged in that experience. Any past performance information submitted for Factor 4 must correspond to an experience form submitted for Factor 2.
- M.3 – How many Past Performance forms may be submitted?
  - A maximum of 10 forms may be submitted.



# Q&A – Section M, cont.

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- M.5 – Will Offerors have to enter into a non-disclosure agreement with ASI, the contractor providing support to the Government for this procurement?
  - No.

# Projected Schedule

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- Proposals Due – June 26 2008
- Evaluation Process Complete\* – August/September 2008
- Contract Award\* – October 2008

*\* Depends on Number of Proposals Submitted*

# Closing Remarks

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- Deadline for questions on the RFP has passed
- Phase I submissions are due June 26, 2008
- PACTS News and Updates:
  - *FedBizOpps* ([www.fbo.gov](http://www.fbo.gov))
- Slide Presentations Also Posted On:
  - [www.dhs.gov/openforbusiness](http://www.dhs.gov/openforbusiness)